

Illinois




Entered the Union: 1818
 Population (est. 1994):
 11,752,000 Rank: 6/50
 Land Area (square miles):
 55,593 Rank: 24/50


State Historical Records Coordinator:


John Daly, Director
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Deputy Coordinator:


Robert E. Bailey, Illinois State Archives

PROGRAM	FINANCES 
State Archives Established: 1922 State Records Management Initiated: 1957 Archives and Records Management Placement Office of the Secretary of State, Illinois State Archives	Total State Govt Expenditures (1993): \$24,682,312,000 Rank: 7/50 Total Budget, Archives and Records Management (FY 1994): \$3,263,917 Rank: 5/43 See "Notes" section, below, for program elements included in budget and FTEs. Percent of Total State Expenditures Allocated to Archives and Records: 0.013% Rank: 28/43 State Archives funding has increased over last 2 years.



STAFFING				
State Government FTEs (1992): 136,623		Rank: 8/50	Number of Archives/Records FTEs per 1000 State FTEs: 0.58	Rank: 17/43
Archives & Records FTEs (1994):			Average earnings for all full-time state employees (Oct. 1992): \$31,704 per year	
Total	79.5	Rank: 4/43		
Archives	29.5			
Records Mgt	21			
Micrographics	29			
			Salary ranges for entry level professionals	
			Archivist	\$23,976-35,580
			Records Analyst	\$23,976-35,580


HOLDINGS								
State Archives				Records Center				
Paper records	Government	67,800	cu. ft.	Paper records	Government	99,000	cu. ft.	
	Nongovernment	0	cu. ft.		Nongovernment	0	cu. ft.	
Microfilm (total no. of rolls)		448,855	rolls	X-rays		200	cu. ft.	
Computer generated		585	reels					

ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994)	Arrangement and description activities (FY 1994)	
Total reference actions 82,140	Records arranged and described 235.5 cu. ft. (21 series)	
Reference activity has been relatively stable over last 2 years.	Descriptions of holdings are provided through:	
Services provided free of charge:	Internet gopher: gopher.uic.edu	
Use of reference room	(select "Library" then "Databases").	
Answers to in-state and out-of-state mail requests	Provides access to Public Domain Land Sales and Chicago City Council Proceedings	
Services provided for a fee:	Published guides: <i>Descriptive Inventory of the Archives of the State of Illinois</i> (1978, supplement 1985, index 1990)	
Photocopies and faxes of documents or finding aids	<i>A Summary Guide to Local Governmental Records in the Illinois Regional Archives</i> (1992)	
Typed certified copies or exemplifications		
Commercial use of documents/photos		
Fees for faxes have been initiated in last 2 years.		

FACILITIES 	
State Archives Building (owned by State Archives) Constructed: 1936-37 Total storage capacity: 80,280 cu. ft. Percent now occupied: 86% Will be full within 5 years No construction planned Regional depositories are located on state university campuses (provided rent free) house about 12% of total holdings. Existing environmental controls: 95% year-round temperature controls 0% year-round humidity controls 95% fire detection 0% fire suppression	State Records Center (rented by State Archives) Constructed: 1984 Total storage capacity: 116,088 cu. ft. Percent now occupied: 85% Will be full within 5 years No construction planned Existing environmental controls: 0% year-round temperature controls 0% year-round humidity controls 100% fire detection 0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
Technical assistance provided by State Archives (FY 1994): No. completed 13,231 (state agencies) 14,007 (local govt officials) 0 (nongovt repositories) No. of agencies served 72 (state agencies) 330 (local govt officials) 7 (nongovt repositories) No. of local government units (1992): 102 counties 997 school districts 1,282 municipalities 2,995 special districts 1,433 townships	Services to state agencies Training Publications Micrographics services Labor in agencies (inventorying, processing, conservation) Services to local governments: Training Publications Labor in agencies (inventorying, processing, conservation) State Archives has authority to accept original archival records from local governments

MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 
Microfilming activities by State Archives (FY 1994) Source document microfilming 8,738,943 images COM 216,373,912 images Processing 48,525 rolls (35 mm) 1,135 rolls (105 mm) Duplicating 11,993 rolls 6,449,693 fiche State Archives provides centralized micrographics services for state government agencies. State Archives has experienced redox problems. State Archives stores security microfilm for state and local government agencies.	Preservation activities by State Archives (FY 1994) 1,387 sheets cleaned 2,272 sheets deacidified 8,328 sheets mended 262 sheets encapsulated 2 volumes repaired 9,980 items rehoused (comprising 7 cu. ft.) State Archives does not have a written preservation plan but does have a written disaster plan. State Archives has a preservation officer and employs a trained, full-time conservator. Illinois does not have a statewide preservation plan or a disaster response team.

AUTOMATED APPLICATIONS 	
State Archives uses automated applications for the following: Finding aids SOS mainframe software Records scheduling Word Perfect 5.0 Correspondence Word Perfect 5.1 Bookkeeping Word Perfect, Lotus Publications PC Software, Word Perfect, Ventura	Electronic Mail State Archives staff does not have access to electronic mail. NASIRE reports that Illinois state government is in the process of adding agencies to a common electronic mail system.

ELECTRONIC RECORDS

State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

State Archives provides security storage for electronic records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1961 statute

Does not include e-mail or electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records provided,
expire after 75 years except for mental health patient records.

Permanent paper standards

1994 guidelines

Optical imaging standards

None

Admissibility of microfilm

1953 statute

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

1973 statute

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Office of the Governor.

State Archives is not active in the state's IRM work.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that state is conducting pilot kiosk project.

NGA reports a central job application and resume system is in development that state agencies will be able to query by job type, education, and job skills.

State of Illinois Public Domain Land Sale Archive
gopher://uicvm.cc.uic.edu/11/library/libdb/landsale

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS**Internet Access**

Retrievals from State Archives databases on the Internet are now at 7,000-10,000 per month, in addition to the ca. 7,000 references per month that are provided through older, conventional practices.

FOR FURTHER INFORMATION**State Archives and Records Management**

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Illinois budget and personnel figures also cover

- service to local govt's
- centralized micrographics,
- preservation microfilming,
- records preservation
- records center

FY1994 state archives budget include \$42,000 in income from state grant funds.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHRC report: John Daly, Director, Illinois State Archives, Office of the Secretary of State, Archives Building, Springfield, IL 62756. Telephone: (217) 782-3492

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.